

EYES

26 FEB 1968

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support *RLB* 27 FEB 1968SUBJECT : Processing of Involuntary Retirement and Other  
Involuntary Separation CasesREFERENCE : Memo for DDP and DDS for ExDir-Commt dtd 25 Jan 68,  
subject: Miss [redacted] 25X1

1. This memorandum is for your information in response to referent memorandum.

2. The processing time on the [redacted] case was too great. Although it was a pilot case and great care was being exercised to ensure the employee's rights were not abridged, it appears to me that too much time was lost someplace in the process. Not all was wasted, however, for there were developed procedures for processing involuntary retirement cases. Those procedures were approved by the CIA Retirement Board. They were developed in consonance with HR [redacted] and by administrative extension of procedures not specifically provided in HR [redacted] ensure to the employee substantially the considerations afforded by HR [redacted] Involuntary Separations. A precise time estimate for the overall process is not possible since employee action options are not fixed exactly. I do believe that under no circumstances should it take more than 60 days from formal notification to the individual of the intended action. 25X1

3. I understand that it was the intention of the Agency in drafting the regulations, which had to be approved by our Subcommittees, to keep them simple and while still protecting the employee's rights to abbreviate the detailed and time-consuming procedures presently provided in HR [redacted]. I have no quarrel with firmness and expedition, but I am not persuaded that it is wise to do any less for the involuntary retiree under the CIA Retirement and Disability System than for the involuntary separation case under any authority. I should like, therefore, to reserve the opportunity to further examine and think through this issue and perhaps to recommend procedural refinement. 25X1

4. I have attached a copy of a parallel presentation of the critical steps under HR [redacted] of the procedures approved by the Board as developed during the processing of the [redacted] case. 25X1

/s/ Robert S. Wattles  
Robert S. Wattles  
Director of Personnel

## Attachment

Distribution: Orig - Addressee 1 - C/SAS/OP

1 - ER

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2 - DDS Subject

OD/Pers/RSWattles:hc (20 Feb 68)

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Miss [REDACTED]

REFERENCE : Memo for D/Pers fr DDS dtd 31 Jan 68,  
same subject

1. This memorandum is for your information and forwards a response to the Executive Director-Comptroller's memorandum of 25 January 1968.

2. The attached memorandum for the Executive Director-Comptroller I believe responds also to referent memorandum. I did not seek the coordination of the Deputy Director for Plans in either memorandum. I believe his independent response of 2 February to the Executive Director-Comptroller and the participation of his representatives in the Retirement Board development of the procedures discussed in the attached memorandum amount to substantial concurrence.

3. The policy implications of the procedures developed are not clear in my thinking. We should expect relatively few cases of involuntary retirement but they may well involve further procedural refinement. I intend therefore to control them from my own desk. If with more experience we find that such involuntary cases can be handled by the same mechanism as other involuntary separations, I would propose to do so.

[REDACTED]  
Robert S. Wattles  
Director of Personnel

25X1

Attachment

25X1

DD/S 68-0864

Executive Registry  
68-0864

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support ~~RSB~~ 21 FEB 1968

SUBJECT : Processing of Involuntary Retirement and Other  
Involuntary Separation Cases

REFERENCE : Memo for DDP and DDS fr ExDir-Compt dtd 25 Jan 68,  
subject: [redacted]

25X1

1. This memorandum is for your information in response to referent memorandum.

25X1

2. The processing time on the [redacted] case was too great. Although it was a pilot case, it appears to me upon review that too much time was lost someplace in the process. Not all was wasted, however, because there was developed a set of procedures for processing involuntary separation cases, which procedures were approved by the CIA Retirement Board. They were developed in consonance with [redacted] but by the extension of some procedures not specifically provided would ensure some of the considerations for the employee afforded by HR [redacted] Involuntary Separations. A precise time estimate for the processing is difficult to arrive at because the limitations on action by the employee concerned are somewhat flexible. I do believe that under no circumstances should it take more than 60 days once the Director's decision has first been made.

25X1

25X1

3. I understand that it was the intention of the Agency in drafting the regulations which had to be approved by our Subcommittees to simplify and by simplifying abbreviate the rather detailed and time-consuming procedures under HR [redacted] when processing involuntary retirements under HR [redacted]. While I can understand our choosing a hard-nosed approach, I am not persuaded that it is necessarily wise to do less for the involuntary retiree under the CIARDS than for the involuntary separation case under any other authority. I should like, therefore, to reserve the opportunity to further examine and think through this problem and sometime in the future to perhaps make recommendations for procedural refinement.

25X1

25X1

4. I have attached a copy of a parallel presentation of the critical steps under HR [redacted] of the procedures approved by the Board as developed during the processing of the [redacted] case.

25X1

[redacted]

25X1

Robert S. Wattles  
Director of Personnel

Attachment